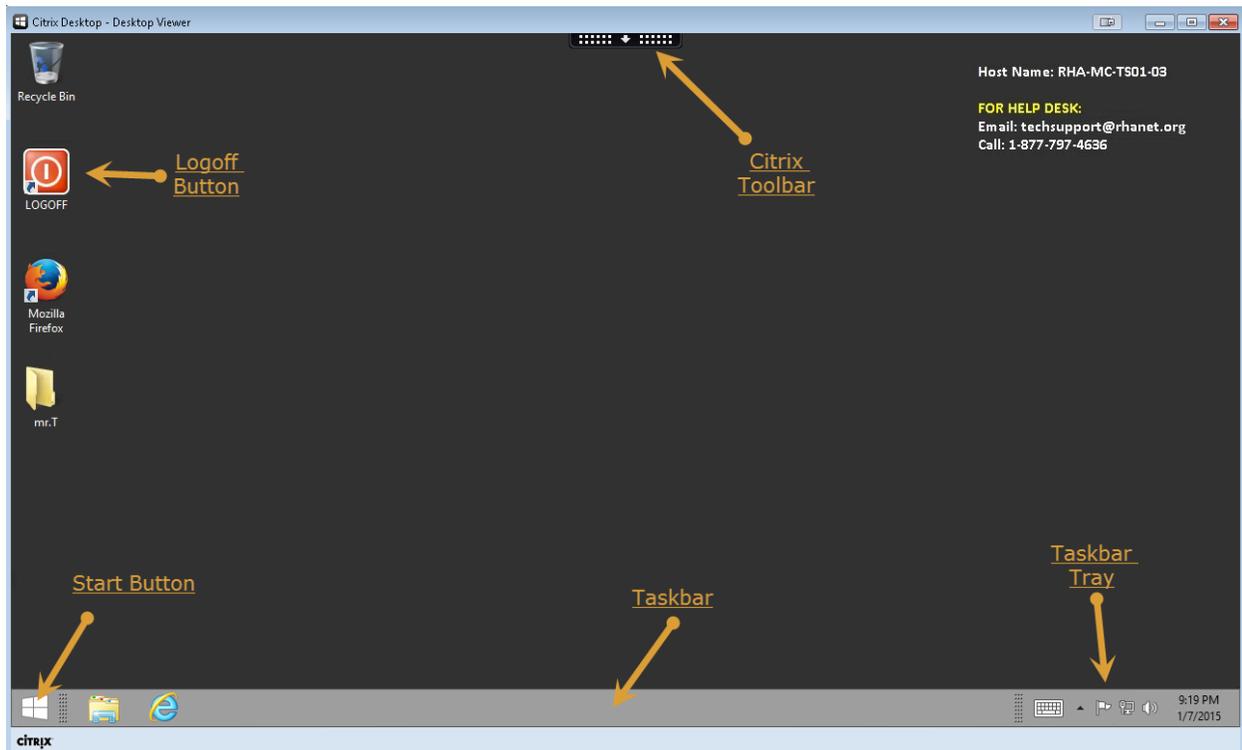


## Navigating within the Citrix Desktop:

The Citrix Desktop runs on Windows 2012, and has a similar look and feel to Windows 8 operating system. The main changes are in the areas of the Start Menu. Once you launch the Citrix Desktop, you will get the below screen:



**Start Button**- Click here to get to your Programs

**Taskbar**- When you have Programs open, they will show in the task bar.

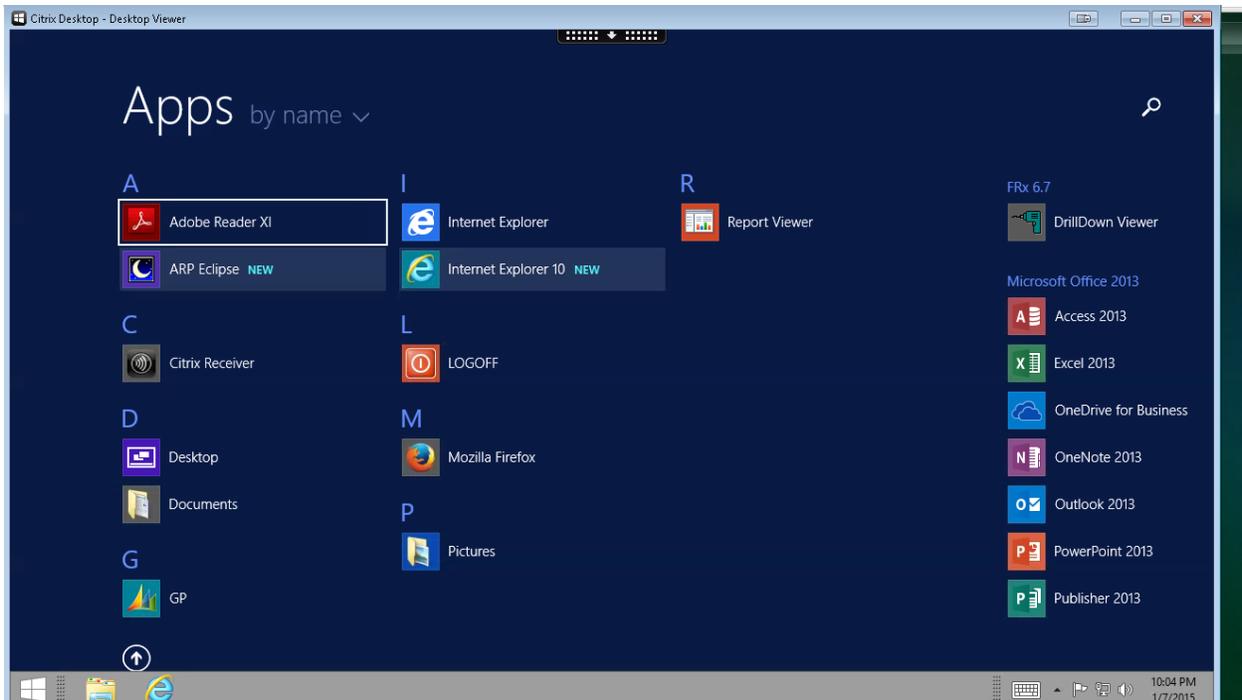
**Taskbar Tray**-Right hand corner of taskbar, used for notifications and utilities.

**Citrix Toolbar**-Citrix toolbar is used for session settings like display quality, file access to local drives, and for maximizing or minimizing your Citrix Desktop session.

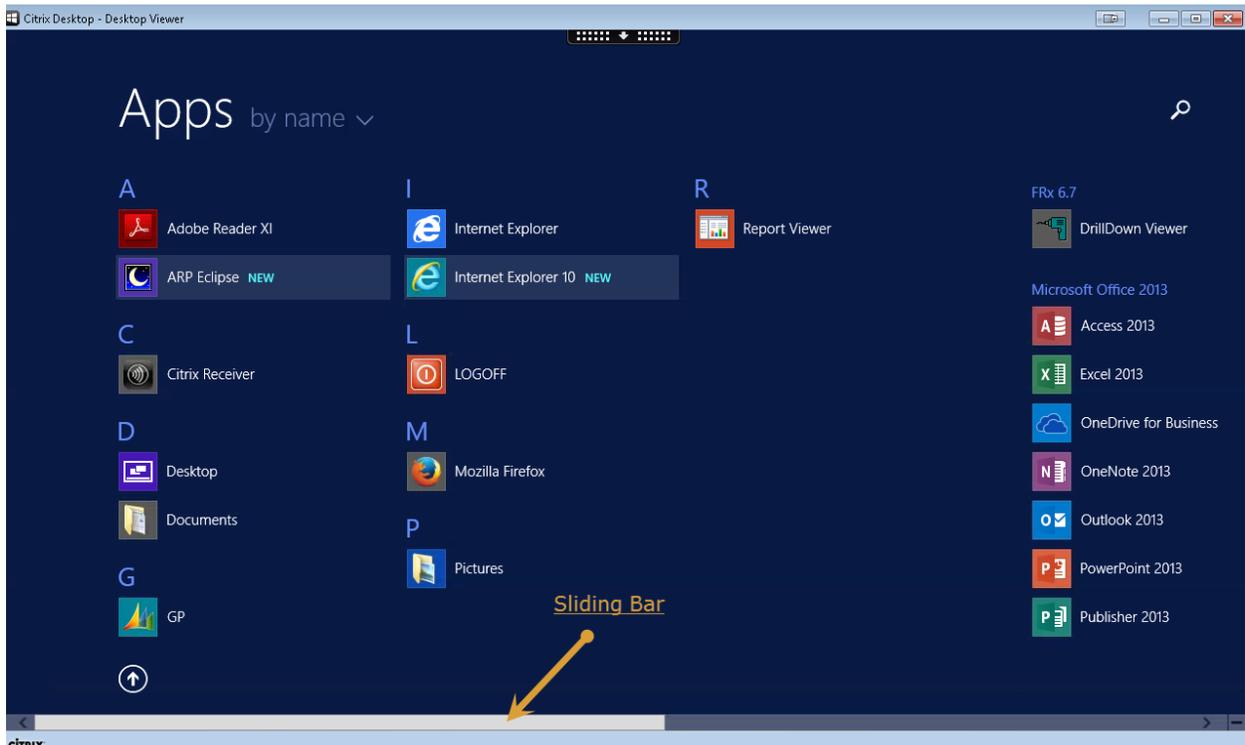
**Logoff Button**-Use this to logoff your Citrix Desktop session. Depending on how many files you have saved to your desktop, this may display in different area for you.

## START MENU:

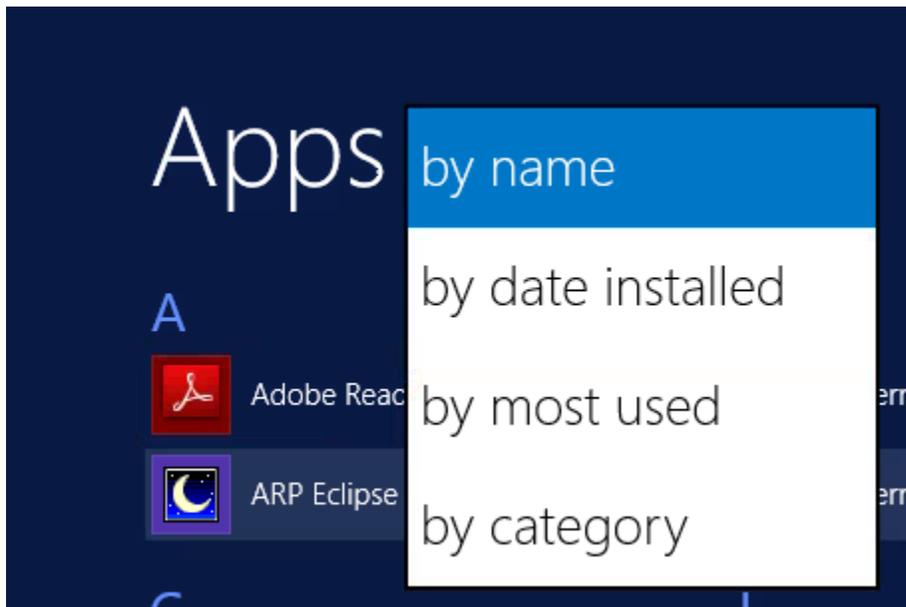
When you click the Start button, you will see the Start Menu. Depending on what programs have been assigned to you, your Start Menu may look a little different.



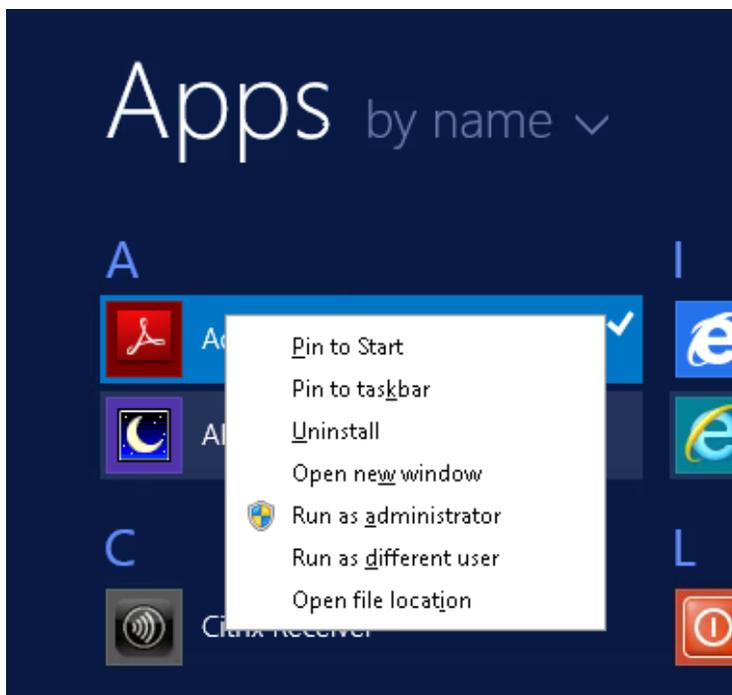
If you don't see all the Programs, use the Sliding Bar at the bottom to slide screen over.



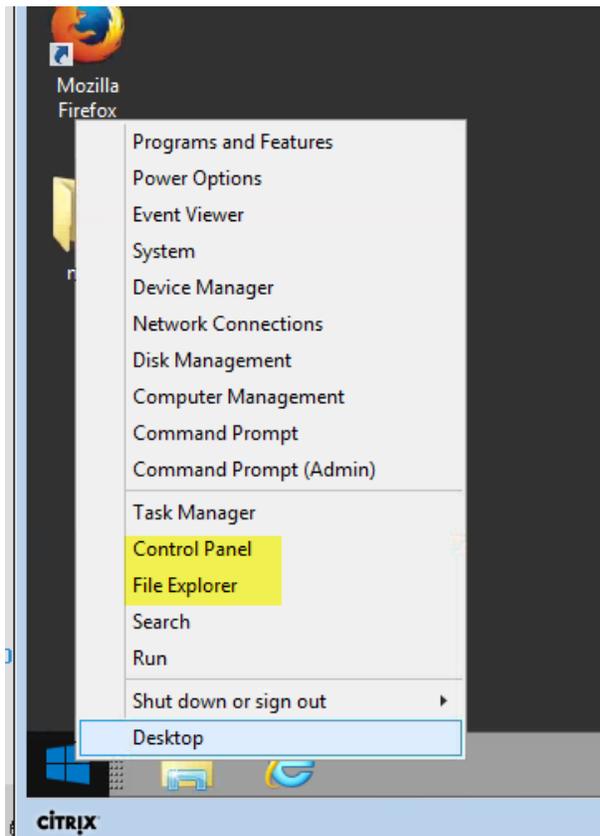
From here you can sort your programs (also referred to as Apps) by these different categories:



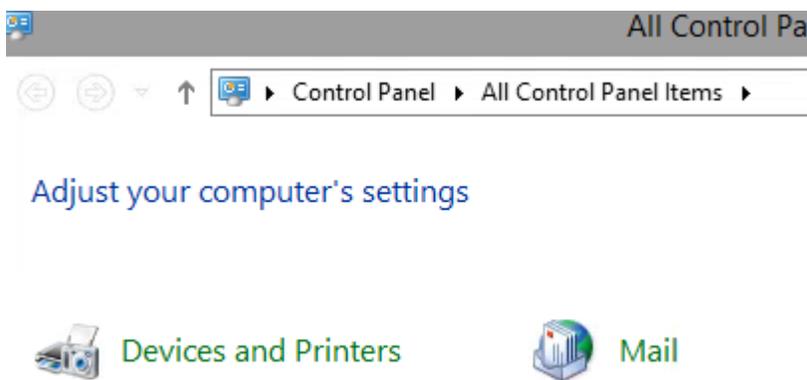
For quick access to your programs, you can right click the program icon, and select Pin to Start or Pin to Taskbar.



To get to File Explorer and Control Panel, **Right Click** the Start Button, and you will see the below options. From here, only the File Explorer and Control Panel as available to use.



### Control Panel:

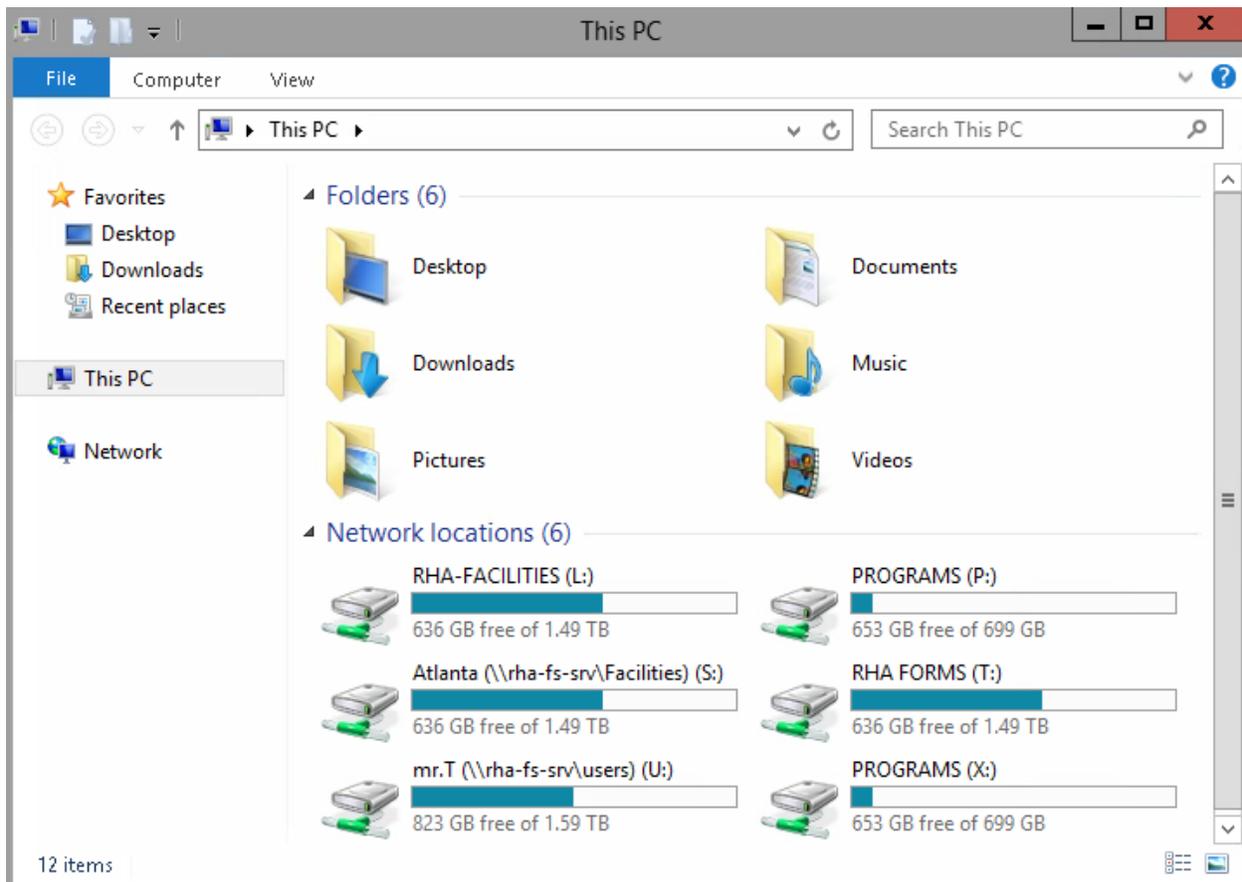


Devices and Printers- To see what printers are available to you. Please refer to [Printing documentation](#) for additional help.

Mail-Setting for your email account.

## File Explorer:

Used to access your different drives.



**L:** - Used to access different facility, department, or special folders

**P:** - Used for network applications to run

**S:** - Facility share (mapped to your home facility or office)

**T:** - Forms drive

**U:** - Your personal folder (My Documents)

**X:** - Used for network applications to run